

## Role Description

Note:  
Group 1: Must have DBS and Barring check  
Group 2: Must have DBS check  
Group 3-5: No DBS check.

### Role: Church Property Steward

Group: 3 Workforce (Child/Adult): None

#### Volunteer Role Outline

<b>Role information</b>	Property Stewards are corporately responsible with the Presbyter and Church Stewards for the care and maintenance of Church property
<b>Location:</b>	Local Church
<b>Responsible to:</b>	The Presbyter and the Church Council
<b>Eligibility:</b>	Confirmed member of the Methodist Church
<b>Commitment*:</b>	Commitment is varied and some times of the year more time will be required to complete the required schedules by the Methodist Church.

#### Key volunteer activities

- Obtain regular reports on the state of the local property and undertake renovations and repairs as necessary as directed by the church council
- After every quinquennial inspection consider the findings and recommendations of the inspectors and take any action required in consequence
- Prepare and consider the annual property schedules, (if required work with the church treasurer to produce financial accounts and investments) and of the state of the property, and take any action required in consequence
- Consider such matters as the purchase, sale, extension or alteration of the property and take appropriate action
- To maintain a logbook for retention of the annual schedules of property, quinquennial inspection reports and other relevant material, and periodically examine the log book and ensure that records are up to date
- Present an annual report on the local property to the Church Council & Circuit Meeting and after every quinquennial inspection include in that report details of all action taken or to be taken by the Church Council to implement the recommendations of the inspectors.
- If required ensure all moneys collected in the name of the church are properly counted by at least two stewards, and clearly documented with date received, purpose, in some cases who the giver is, e.g. env no x.

#### Other

- Being a member of the church council who meet 3-4 times per year
- To be an official lay representative of the local church
- Be available to attend Committee meetings as appropriate
- Work closely with Safeguarding officer to ensure services comply with safeguarding procedures so all children and vulnerable adults are safe.
- To take the lead in evacuation in the event of an emergency

## Personal Skills

- Good communication and administrative skills.
- A willingness to take responsibility and make pragmatic decisions.
- Have vision and good planning skills and work in a team.
- Ability to organise yourself in order to manage your workload efficiently and to delegate tasks so as not to overburden one person.

## Level of commitment\*

A regular watch on the building should be maintained for any issues that need to be addressed and a thorough check should take place in Spring/Summer following the checklist provided. - - <http://www.methodist.org.uk/media/659209/inspection.pdf>  
<https://view.officeapps.live.com/op/view.aspx?src=http://returns.methodist.org.uk/data/methodist/downloads/ChurchPropertyChecklist.doc>

## Boundaries

In carrying out their role of day-to-day activities Property Stewards must be mindful of not assuming responsibilities proper to the Church Council. Where immediacy requires an instant decision then this should be referred back to the Church Council either on the next occasion or on an extraordinary gathering of the Council.

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms. A DBS is not required.. Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

## Training and support provided:

- Volunteers are supported by other Stewards and the Presbyter.
- Volunteers are required to attend safeguarding training; Creating Safer Space - Foundation and Advanced Modules.
- Expenses can be applied for.

## Appointment Period:

Volunteers appointment is for three years with an additional three years on reappointment. Should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual Church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....

**COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER  
BY THE METHODIST CHURCH.**

**NB All information will be held in accordance with GDP**